

## SIGN PERMIT APPLICATION

In accordance

with Chapter 24, Article IX, Section 24-160F, and Section 24-228 of the City Code

Application No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Approvals:  
 Code \_\_\_\_\_ Date \_\_\_\_\_  
 Zoning \_\_\_\_\_ Date \_\_\_\_\_  
 HPAC \_\_\_\_\_ Date \_\_\_\_\_  
 HDC \_\_\_\_\_ Date \_\_\_\_\_  
 PC \_\_\_\_\_ Date \_\_\_\_\_  
 Fees:  
 Total Fee \_\_\_\_\_  
 Application Fee \_\_\_\_\_  
 Amount Due \_\_\_\_\_

*All information requested in this application must be answered completely.*

### 1. SUBJECT PROPERTY

Street Address \_\_\_\_\_

Zone \_\_\_\_\_

### 2. APPLICANT

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Home \_\_\_\_\_

### 3. SIGN CONTRACTOR

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Daytime \_\_\_\_\_

### 4. ELECTRICAL CONTRACTOR

City Electrical License No. \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Daytime \_\_\_\_\_

### 5. PROPERTY OWNER

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Home \_\_\_\_\_

### 6. BUSINESS OWNER/OCCUPANT

Business Name \_\_\_\_\_

Business Owner's Name \_\_\_\_\_

Business Owner's Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Daytime \_\_\_\_\_

**7. PERMIT TYPE**

- ☐ ELECTRIC      Amps \_\_\_\_\_ ☐ NON-ELECTRIC
- ☐ TEMPORARY ☐ PERMANENT
- ☐ Banner ☐ Monument
- ☐ Construction Sign ☐ Perm/Re-face
- ☐ Real Estate
- ☐ Special Event

**8. PROJECT DETAIL INFORMATION**

Square footage \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Number of faces \_\_\_\_\_

Total square footage of signage presently at site \_\_\_\_\_

Linear footage of tenant space (entrance) \_\_\_\_\_

Linear footage of entire building facing a public street \_\_\_\_\_

Exact sign location \_\_\_\_\_

Exact wording on sign \_\_\_\_\_

Material(s) of sign \_\_\_\_\_

Color(s) of sign \_\_\_\_\_

Setback \_\_\_\_\_ Height above grade \_\_\_\_\_

Free standing? ☐ Yes ☐ No

In Olde Towne/Central business District? (see attached) ☐ Yes ☐ No

Historic District? (see attached) ☐ Yes ☐ No

**SUBMISSION REQUIREMENTS**

1. Two copies of sign drawing indicating dimensions, shape, materials, and description of the face with lighting detail.
2. One copy of the site plan showing the location of the sign on the property/building.
3. Application Fee. (See fee schedule.)

**ADDITIONAL INFORMATION**

1. All electrical work must be completed by an electrician currently licensed by the City of Gaithersburg.
2. All electrical signs must have a valid "UL Label" and cut-off switch.
3. All signs in the Historic District or on a designated historic site must also complete a separate application for Historic District Commission (HDC) review.
4. All sign permits for properties within the Olde Towne geographical district are subject to review and approval by the Olde Towne Planner.

**I hereby certify that I have read and examined this application and that all statements are true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate the provisions of any other state or local law regulating construction or the performance of construction.**

Applicant's Name (*please print*) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

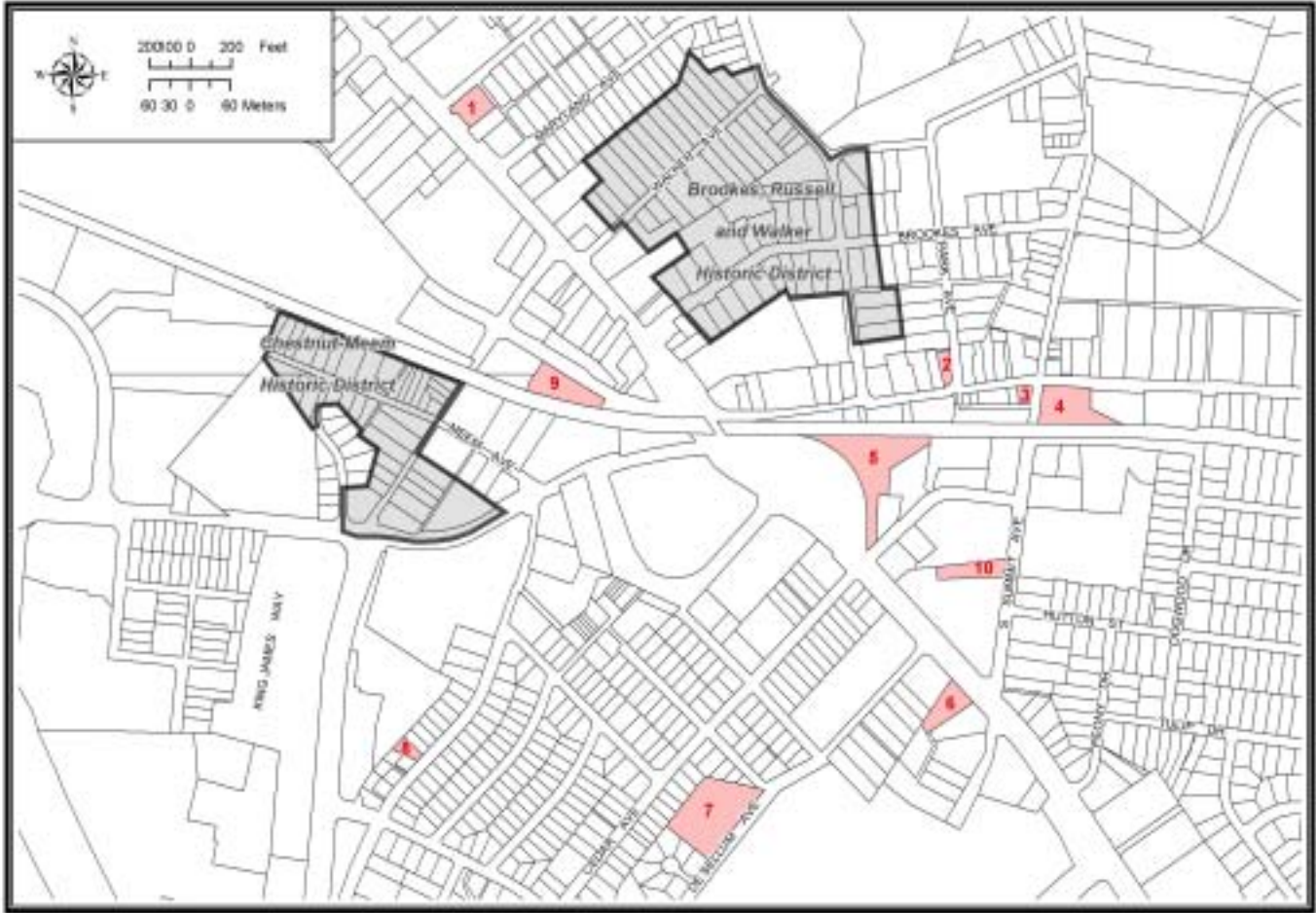
Property Owner's Signature (*required*) \_\_\_\_\_ Date \_\_\_\_\_



# SIGN PERMIT APPLICATION

(attachment)

Section 24-228 of the City Code requires that all sign permits for **historically designated properties** are subject to review by the Historic District Commission.



## HISTORICALLY DESIGNATED PROPERTIES:

### Brookes, Russell and Walker Historic District

#### Chestnut-Meem Historic District

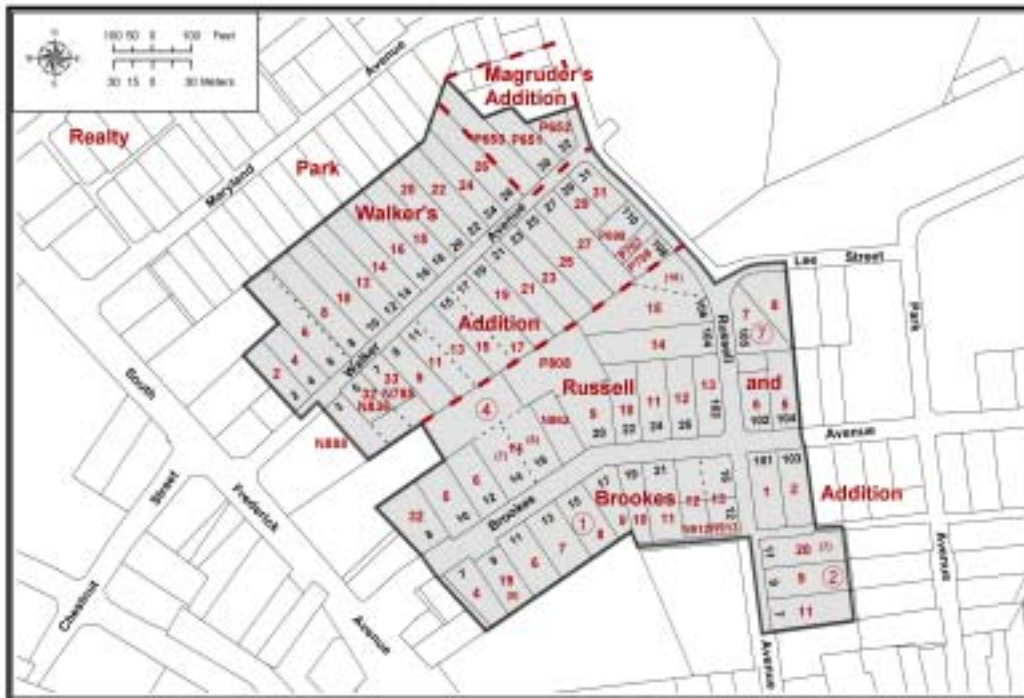
- |  |   |   |
|--|---|---|
| 1. <b>Talbott House</b><br>309 South Frederick Avenue  | 4. <b>B&amp;O Railroad Station</b><br>9 South Summit Avenue | 7. <b>Gaithersburg Observatory</b><br>100 DeSellum Avenue |
| 2. <b>Exchange Building</b><br>124 East Diamond Avenue | 5. <b>Wye Site</b><br>at East Cedar Avenue and Route 355    | 8. <b>Amiss House</b><br>124 Water Street                 |
| 3. <b>Belt Building</b><br>227 East Diamond Avenue     | 6. <b>Fulks House</b><br>208 South Frederick Avenue         | 9. <b>Thomas Cannery</b><br>3 East Diamond Avenue         |



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(attachment)

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Brookes, Russell and Walker Historic District



Chestnut-Meem Historic District